

00025565

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		1. DUTY LOCATION Dallas, Texas		2. POSITION NUMBER 6-2-099	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <u>65-028/3/95/</u>					
b. Title		c. Service	d. Series	e. Grade	f. CLC
Official Allocation: <u>Environmental Protection Spec.</u>		<u>65</u>	<u>0028</u>	<u>13</u>	<u>500</u>
4. SUPERVISOR'S RECOMMENDATION: <u>Environmental Protection Specialist</u>		<u>GS</u>	<u>0028</u>	<u>13</u>	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE <u>Messa Belman</u> <u>Charlotte Kunnels</u>		
7. ORGANIZATION (give complete organizational breakdown)					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			e. Office of Env. Justice and Tribal Affairs		
b. Region 6			f. Environmental Justice Team		
c. Office of the Regional Administrator			g.		
d. Office of the Deputy Regional Admin.			h. EPAYS Organization Code		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide. <input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <u>Deborah Ponder, Acting Deputy Dir, Off EJ&amp;TA</u>			d. Typed Name and Title of Second-Level Supervisor <u>Jonathan B. Hook, Director, Off of EJ&amp;TA</u>		
b. Signature <u>Deborah Ponder</u>		c. Date <u>3/9/06</u>	e. Signature <u>Deborah Ponder</u>		f. Date <u>3-9-06</u>
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:			b. Fair Labor Standards Act <input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt		c. Functional Code N/A
d. Bargaining Unit Code <u>1043</u> <u>0001</u>	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing ( )		f. Signature <u>Veiki Broad</u>		g. Date <u>3/16/07</u>
11. REMARKS New cover sheet to reflect current supervisory controls and organizational structure. <u>Total Points: 3190</u> Data verified 6/7/13 - Pat S.					

## POSITION DESCRIPTION

### Environmental Protection Specialist. GS-0028-13

Position Number:

Organizational Code:

Organizational Location:

Primary Purpose:

Environmental justice incorporates the concept that people of all races, cultures, incomes, and educational levels should receive fair treatment with respect to the development and enforcement of environmental laws, regulations and policies. The work pertains to the impact of environmental risks, programs, regulations, and legislation on socio-economically disadvantaged communities. Responsibilities include carrying out programs, policies, and activities that substantially affect human health or the environment in a manner that ensures that they do not have the effect of excluding communities and populations from participation in, denying persons the benefits of, or subjecting persons to discrimination under, such programs, policies, and activities because of their race, national origin, or income. This ensures that all citizens are protected from disproportionate exposure to environmental hazards. Environmental justice concerns are coordinated through this program to more effectively address the needs of affected communities.

Performs program administration work or environmental liaison work, in order to accomplish the assigned environmental management and protection duties.

Develops, initiates, implements, and maintains environmental justice programs.

#### **Environmental Liaison 90%**

Performs liaison work with individuals in a variety of organizations on legislative proposals, regulations, policies, program issues, resources, etc. Assists government entities in development of legislative changes. Performs liaison work by interacting with individuals in a variety of organizations on legislative proposals, regulations, policies, program issues, resources, etc. Performs liaison work by assisting government entities in the coordination of legislative changes where the regulatory framework is well-established and defined. Uses standard/conventional procedures and techniques to perform liaison work such as reviewing documents, analyzing evidence, writing, etc.). Performs liaison work by assisting local/state/tribal/national entities on matters pertaining to the development, establishment and continuance of program activities. Performs oversight of well-established programs. Performs liaison work by providing oversight and coordinating activities with local/state/tribal/national organizations. Performs liaison work by providing programmatic oversight and coordination of local/state/tribal/national programs. Assists in developing policy guidance to implement the various provisions of environmental standards. Performs liaison work by evaluating the feasibility and probable effects of local/state/tribal/national proposals. Prepares position issue/briefing papers to strive toward consensus among the various organizations/stakeholders. Performs liaison work by facilitating resolution of funding, program and regulatory issues. Serves as a troubleshooter. Duties may

include the preparation of planning and environmental documents (environmental impact statements, environmental assessments, executive summaries, public involvement documents, and working papers) and participating in public meetings.

#### **Grants/Cooperative Agreements/Interagency Agreements 10%**

Exercises management responsibilities for grant, cooperative agreement, and/or interagency agreement activities related to the initiation, administration, and/or close out of grants, cooperative agreements, and/or interagency agreements (IAGs), including responsibility for monitoring performance. Exercises management responsibilities in the negotiation, implementation, and/or ongoing management of EJ grants/cooperative agreements/IAGs. Provides technical assistance to applicants/recipients regarding well-established grants assistance programs. Exercises technical responsibility for grants/cooperative agreements/IAGs within stable, well-established programs, and for the more complex grants/agreements/IAGs. Provides assistance and information to senior staff members regarding grants, cooperative agreements and/or interagency agreements (IAGs) as needed.

Serves as the source of program leadership, information and advice within the Regional office and with States, Tribes, and local and grassroots community members concerning EJ grant requirements and distribution and use of federal funds. Serves as the primary staff contact point and liaison for the States, Tribes, and local organizations regarding EPA-authorized or funded EJ programs. Along with the other OEJ Regional Grant coordinators, advises EPA OEJ on current issues impacting the Regional grant program, on funding policies and procedures, and provides projections of future funding needs based on research and knowledge of Regional problems and priorities.

#### **Factor 1-8 1550 Points**

##### **Knowledge Required by the Position**

Mastery of program principles, concepts, practices, methods, and techniques to apply new developments and theories to major problems not susceptible to treatment by accepted methods. Expert knowledge of Federal, State, and local laws and regulations, documentation and reporting requirements, and lawmaking or rule-making processes sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important agency/national policies and programs.

#### **Factor 2-4 450 Points**

##### **Supervisory Controls**

The supervisor sets the overall assignment objectives, program emphasis, and resources available. The environmental protection specialist and supervisor, in consultation, develop the deadlines, projects, and work to be done.

The environmental protection specialist, having developed expertise in a particular program or functional area (e.g., municipal solid waste, land disposal, environmental information

management) has continuing responsibility for independently planning and carrying out important environmental protection programs or projects; determining the approach to be taken and the methods to be used; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy in terms of established objectives. The specialist keeps the supervisor informed of progress, potentially controversial matters, and problems with far-reaching implications. Completed work is reviewed for conformance to overall requirements, compatibility with other work, and effectiveness in meeting objectives.

#### **Factor 3-4 450 Points**

##### **Guidelines**

Administrative policies and precedents, laws, regional or area directives, agency regulations, and scientific and technical references are usually applicable, but are stated in general terms. For example, operating guidance provides a broad overview of program goals and strategies as well as priorities, but does not detail how the identified priorities and activities will be accomplished. The environmental protection specialist uses initiative and resourcefulness in deviating from, refining, or extending traditional methods and practices, or in developing and recommending new or substantially modified methods, criteria, or policies.

#### **Factor 4-5 325 Points**

##### **Complexity**

The work includes a wide variety of duties requiring many different and unrelated processes and methods applied to a broad range of activities involving a number of facilities, sites, programs, etc. (e.g., planning and conducting/coordinating inspections to identify and evaluate violations in a variety of complex industrial and commercial establishments throughout a multistate area) or intensive analysis and problem solving (as a recognized expert) in a program or functional area.

Decisions regarding what needs to be done depend on assessment of very complex, diverse circumstances that involve major areas of uncertainty in approach, methodology, or interpretation resulting from such elements as continuing program changes, technological developments, new or unconventional methods, unique or controversial aspects of environmental protection or conflicting interests or ideas (as between operational or mission requirements and environmental requirements or between State needs and Federal needs).

The work requires devising new methods and techniques to produce effective results or implement advances in such areas as pollution prevention, resource allocation, risk assessment, or quality assurance; establishing criteria for administering or evaluating environmental programs; or developing policy guidance and procedural material for use by operating personnel.

#### **Factor 5-4 225 Points**

##### **Scope and Effect**

The purpose of the work is to plan and carry out a variety of important project or program activities. The work involves establishing criteria (e.g., developing operating guidance or

procedural manuals for major agency activities); formulating projects; assessing program effectiveness; investigating or analyzing a variety of unusual conditions or questions; or providing advisory or oversight services to regional and operating personnel, State and local officials, industry representatives, and others on specific functions or programs. Assignments typically involve problems that are particularly difficult, widespread, or persistent; or that are systemic in nature involving major systems or processes. The work directly influences the effectiveness and acceptability of total environmental protection systems and/or programs affecting a wide range of agency activities, major activities of industrial or commercial concerns, or the operation of other agencies.

**Factor 5-4 225 Points**

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**Factor 6-3 60 Points**

**Personal Contacts**

The persons contacted include persons from outside the employing agency in a moderately unstructured setting. Typical of contacts at this level are those with persons in their capacities as contractors, inspectors, attorneys, company executives, community leaders, elected officials, or representatives of Federal or State regulatory agencies, professional organizations, the news media, or organized or ad hoc public action groups. This level may also include contacts with the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

**Factor 7-3 120 Points**

**Purpose of Contacts**

The purpose of contacts is to influence, motivate, or persuade persons or groups who are typically skeptical, resistant, or uncooperative, and who must be approached skillfully to obtain the desired effect (e.g., negotiating compliance requirements or timetables; influencing or persuading agencies, companies to agree to use new or improved technologies about which there may be conflicting opinions; representing the office/agency as a member of an institutional committee, on controversial licensing/permitting requests; working with Indian tribal leaders to

modify plans when conflicting values must be resolved or accommodated; challenging the results of surveys or inspections by regulatory agencies; justifying the feasibility and desirability of plans or proposals that significantly affect office and/or agency practices, such as corrective action plans or funding requirements for environmental compliance and restoration projects).

**Factor 8-1 5 Points**

**Physical Demands**

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

**Factor 9-1 5 Points**

**Work Environment**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomforts in storage areas or hazardous waste sites.

**Other Significant Facts:**

This position is likely to require more than one week of travel a month.

# FACTOR EVALUATION SYSTEM EVALUATION STATEMENT

TITLE <i>Environmental Protection Specialist</i>		SERIES <i>Alt-028</i>	GRADE <i>13</i>
ORGANIZATION <i>GRA-DQ</i>		POSITION NO. <i>6-2-099</i>	
CLASSIFIER <i>L. Von Trese</i>		DATE <i>6-17-02</i>	

EVALUATION FACTORS	POINTS ASSIGNED	STANDARD USED (BMX #, PL #, etc.)	COMMENTS
1. KNOWLEDGE REQUIRED BY THE POSITION	1550	1-8	
2. SUPERVISORY CONTROLS	450	2-4	
3. GUIDELINES	450	3-4	
4. COMPLEXITY	325	4-5	
5. SCOPE AND EFFECT	225	5-4	
6. PERSONAL CONTACTS	3	180	
7. PURPOSE OF CONTACTS	150		
8. PHYSICAL DEMANDS	5	8-1	
9. WORK ENVIRONMENT	5	9-1	
SUMMARY	TOTAL POINTS	3190	
	GRADE CONVERSION	GS. 13	

## REMARKS

*3155-3600 - Range for Alt-13*

# Extramural Resources Management Duties Checklist

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties.

## Employee Information

Name: Tressa Tillman

Position Number: \_\_\_\_\_

Title: EPS

Series/Grade: 0028-13

Organization: OETIA-6RA-DJ

## Percentage of Time Spent on Extramural Resources Management

- ☐ This position has no extramural resources management responsibilities.
- ☐ Total extramural resources management duties occupy less than 25% of time.
- ☒ Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
- ☐ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature [Signature]

Date 3/18/16

Personnel Specialist's Signature \_\_\_\_\_

Date \_\_\_\_\_

## Part 1. Contracts Management Duties

### Pre-award:

- ☐ Plans procurements
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares procurement requests
- ☐ Writes statements of work
- ☐ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☐ Responds to pre-award inquiries
- ☐ Participates in pre-award conferences
- ☐ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (list)

### Post-award:

- ☒ Prepares delivery orders
- ☒ Reviews contractor work plans
- ☒ Reviews contractor progress reports
- ☒ Monitors government-furnished property
- ☒ Monitors cost, management, and overall technical performance of contract after award

- ☒ Monitors management and performance of delivery orders/work assignments after award
- ☒ Defines scope of work for work assignments
- ☒ Approves payment requests or ACH drawdowns
- ☒ Manages cost-reimbursement contracts
- ☒ Reviews invoices
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

### Close-out:

- ☐ Writes reports on contractor performance, costs, and tasks performed
- ☒ Reconciles payments with work performance
- ☒ Closes out payments
- ☒ Performs cost accounting
- ☒ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list)

Percentage of Time Spent on Contracts Management:

5 %

## Part 2. Grants/Cooperative Agreements Duties

### Pre-application/Application:

- ☒ Prepares solicitation for proposals
- ☒ Identifies potential grantees for areas of program emphasis
- ☒ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☒ Provides administrative information to applicants
- ☒ Determines appropriateness of applicant=s workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☒ Assists applicant in resolving issues in application
- ☒ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☒ Negotiates level of funding
- ☒ Conducts site visits to evaluate program capability
- ☒ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

### Award:

- ☒ Prepares funding package, including Decision Memorandum
- ☒ Obtains concurrences/approvals
- ☒ Reviews/concurs in completed document
- ☒ Establishes project file
- ☐ Other (list)

### Project Management/Administration:

- ☒ Monitors recipient=s activities and progress
- ☒ Reviews reports and deliverables and notifies recipient of comments
- ☒ Provides technical assistance to recipients

- ☒ Advises Grants Management Office of potential problems/issues
- ☒ Participates in decision/actions to ensure successful project completion and in decisions to impose sanctions
- ☒ Approves payments requests or ACH drawdowns
- ☒ Reviews requests for modifications, additional funding, etc. and makes recommendations to Grants Management Office
- ☒ Negotiates amendments
- ☒ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☒ When necessary, recommends termination of the agreement
- ☒ Resolves with Grants Management Office administrative and financial issues
- ☒ Conducts periodic reviews to ensure compliance with agreement
- ☒ Other (list)

### Close-out:

- ☒ Certifies deliverables were satisfactory and timely
- ☒ Provides assistance to recipients and Grants Management Office to ensure timely closeout
- ☒ Reconciles payment with work performed
- ☒ Notifies recipient of close-out requirements
- ☒ Obtains legal assistance if necessary to resolve incomplete close-out
- ☒ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

### Percentage of Time Spent on Grants/Cooperative Agreements Management:

25 %

## Part 3. Interagency Agreements Duties

### Pre-Agreement:

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

### Project Management/Administration:

- ☐ Reviews progress reports/financial reports

- ☐ Monitors cost management and overall technical performance
- ☐ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State contracts payment receipts (Superfund only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

### Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

### Time Spent on Interagency Agreements Management:

0 %